

**TOWN OF EAST WINDSOR  
WATER POLLUTION CONTROL AUTHORITY**

**Minutes of Sub-Committee Meeting on February 1, 2010**

**Members Present:** Paul Anderson, Tom Davis, Philip Godeck, Chuck Riggott (Alternate)

**Others Present:** WPCA Acting Superintendent Ed Alibozek

**Time and Place**

Meeting began at 5pm at the East Windsor Water Pollution Control Authority Administration Building, 192 South Water St., East Windsor, Ct.

**Open Discussion of Job Description for Superintendent position**

Open discussion and revisions to existing Superintendent of WPCA (Draft) job description.

Discussion of researched job description documents from other towns.

Topics included; Essential Job Functions, Required Knowledge, Required Physical and Mental Effort, Environmental Conditions, Tools and Equipment, Required Minimum Qualifications, And License and Certifications.

Discussion of where to advertise for the position, suggestions included NEWEA and the Hartford Courant. Consensus was reached on the urgency of this process.

After discussion and notes, Philip Godeck agreed to compile into a revised Draft and return to members for second review.

**Open Discussion of Superintendent Policies**

Open discussion on Superintendent Policies as they relate to the job description and the WPCA existing employee union contract. Consensus was reached to address this after the position has been advertised. Consensus was reached on the urgency of this process. Ed Alibozack will forward a copy of the existing contract for review.

**General Notes**

The first revision of the Superintendent of WPCA (Draft) job description will be distributed via e-mail to the committee on Feb 2, 2009 for review. A current staffing chart will also be distributed for review. The sub-committee will meet on February 8<sup>th</sup> at 5pm to discuss revisions and perform a preliminary review of existing resumes for the Superintendents position.

Meeting was adjourned at 6:50PM

Notes taken by Philip Godeck

A handwritten signature in black ink, appearing to read 'P. Godeck', with a long horizontal flourish extending to the right.